



# 2017-2018 Handbook Updates

Hill City School District Board of Education  
Meeting June 12, 2017

Dr. Charles M. Hanson II, Ed.D.  
HCSD Superintendent

# Student and Parent/Guardian Handbooks

- Updated Employee Names and Positions
- English Language Learner (ELL) district responsibility to students and parents/guardians
- Food Service Program
  - Lunch Price Increase
    - **Breakfast price will be \$1.80 per meal for students and \$2.50 for adults. The rates for lunch will be \$2.85 for K-5, \$3.10 for grades 6-12, and \$3.80 for adults. Students are encouraged to purchase multiple-day lunch tickets.**
  - All students will receive a lunch.
  - Unpaid Lunch Balances
    - **Unpaid Lunch Balances: If the account is not brought current after the five days, there will be contact made with guardian/parent and school administration to find a solution to the lunch balance issue. The district has the discretion to utilize collection agency services as well as small claims court to collect unpaid lunch balances prior to the close of the fiscal year.**

# Student and Parent/Guardian Handbooks

- School Threat Assessment Response (STAR) language deleted. Program not being utilized. District and PennCo law enforcement continue with strong relationship as needed.
- **High School:** Academically ineligible students not allowed to miss academic time for activities.
- **High School:** Make up work due to illness deadlines may be extended under extreme circumstances approved by administration.
- **High School:** Juniors and Seniors in good standing may enroll in dual credit opportunities. All costs to the student.
- **High School:** Mid/Year or Early Graduation language removed. However, board policy still referenced if a student has completed state and local level required coursework. (Rarely utilized by students.)
- **High School:** Release Time is authorized for seniors if their Junior year SBAC score was at grade level.
- **ELEM SCHOOL:** Standards Based Report Card. Moving from A, B, C, D, system to 4, 3, 2, 1 and focusing on student comprehension of standards at each grade level.

# Employee Handbooks

- Salary and benefits will be updated for both certified and classified employees.
- Requisition process included in graph form in the certified employee handbook only.
- Trust and Agency Accounts: New language referencing auditor findings and the process for revenue and expenditures.
- K-12 Data System users will be required to reset passwords at minimum once per year. First password reset occurs November 2017. Update is consistent with K-12 state system requirements.
- Background Checks: District will not share background check information currently on file with other school districts or public service agencies. District will not accept background check from another school district or public agency. DCI recommends updated background check when board approves new hires into district.



# Employee Handbooks

- **CLASSIFIED** Wage and Benefit Statement Language Changes:
  - ~~the final yearly paycheck, classified employees will be paid for days or hours school is called off because of inclement weather or other emergencies unless these days or hours are made up after the fact.~~ Classified employees will be paid for hours school is called off due to inclement weather or other emergencies during the pay period the event occurs. Hours are based on daily hours noted above.
  - Paid vacation: ~~One day for every 1.8 calendar months worked to a total of 5 days for the first year.~~ Twelve month employees shall earn 5 days of paid vacation in the first year of employment. Thence, one day of vacation per year will accumulate until 20 working days (4 weeks) are reached. ~~You must work one year before you qualify for vacation days.~~ For the 2017-2018 school year, you will have \_\_\_\_ days of vacation. Vacation days are based on **total** daily hours noted above.